

**APPLY IN PERSON:**

Employment Information Center (8am-5pm, Monday-Friday)  
Civic Center Plaza - 1200 3<sup>rd</sup> Avenue, Suite 101-A, San Diego, CA 92101  
**WEBSITE:** [www.sandiego.gov](http://www.sandiego.gov)

**APPLY BY MAIL TO:**

JOBS - City of San Diego Personnel Department  
1200 3<sup>rd</sup> Avenue, Suite 300, San Diego, CA 92101-4107  
**24 Hour JOBLINE:** (619) 682-1011

**CITY OF SAN DIEGO  
EMPLOYMENT OPPORTUNITY**

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**#T2766 LITERACY TUTOR/LEARNER COORDINATOR  
MONTHLY SALARY: \$3719 to \$4520**

**APPLICATION FILING PERIOD:** **FIRST DATE:** October 5, 2007

**LAST DATE:** October 26, 2007

Applications received later than 5:00 p.m. on the last date to apply will be rejected. Please apply promptly since vacancies may be filled as soon as a sufficient number of applicants has been processed. Persons may apply only once during this application filing period. Future application filing periods may be announced.

**DUTIES:** The current vacancy coordinates the Families for Literacy (FFL) programs; designs, develops, implements, and evaluates educationally sound programming for the program sessions at the Library and in cooperation with branch library staff; introduces FFL participants to the library, the computer lab, and the community; assists the literacy program administrator and library staff with the design, development, implementation and evaluation of new and existing FFL programs as needed. Other Literacy Tutors/Learner Coordinators facilitate adult learner enrollment by conducting testing, assessment, and counseling to determine program eligibility; coordinate matching of adult learners with volunteer tutors; monitor tutor/learner progress; interview, train, supervise, and evaluate paid and volunteer staff; develop and coordinate volunteer assessment counselor training programs; maintain tutor and learner files, referral sources, and other data to comply with reporting standards of program funders; and make presentations to community agencies, human service programs, local businesses and colleges to promote READ/San Diego's programs.

**REQUIREMENTS:** You must meet the requirement(s) listed below on the date you apply, unless otherwise indicated.

**EDUCATION:** A Bachelor's Degree or equivalent education (i.e., minimum completed units = 120 semester/180 quarter).

**- AND -**

**EXPERIENCE:** One year of full-time professional experience working in a literacy or adult basic education program.

**HIGHLY DESIRABLE:** Supervisory or Lead experience coordinating the work of volunteers or paid staff who provide adult literacy instruction and/or program support.

**NOTE:** Experience teaching elementary school, recreational or adult vocational education is NOT qualifying.

**HOW TO APPLY:** You must complete a **STANDARD EMPLOYMENT APPLICATION** for this position by responding to **all** questions and submitting the completed application to the City of San Diego Personnel Department. You may complete/submit a hard copy (paper) application **or** an online application via the internet. Please read the following instructions for each method of submission.

**HARD COPY (Paper Submission)**

1. You must also submit a completed DATA ENTRY FORM.
2. To show proof of any required degrees, certificates, licenses, etc. you must attach a copy of the documents to your application.

**ONLINE (Internet Submission)**

1. Do **NOT** complete /submit a Data Entry Form. The information will be automatically added to your file.
2. To show proof of any required degrees, certificates, licenses, etc. you must submit a copy of the documents in person **or** FAX/MAIL them to the Personnel Department **with the cover sheet** provided during your online session. Follow the instructions on the cover sheet.

**THE SCREENING PROCESS** will consist of a comprehensive evaluation of the Standard Employment Application for applicable education, experience and/or training. Only those applicants whose qualifications most closely relate to the position requirements will be placed on the eligible list. Approved applications will be made available to the hiring department(s) for review.

**ELIGIBLE LIST:** Candidates who are successful in the screening process described above will be placed on a **one category** eligible list which will be used to fill position vacancies during the next **one year**. For each vacancy, only those candidates with the most appropriate qualifications will be contacted by the hiring department for an interview.

**PRE-EMPLOYMENT REQUIREMENTS:** Any employment offer is **conditional** pending the results of all pre-employment screening processes required for the job, which may include but are not limited to the following: confirmation of citizenship/legal right to work in the United States; completion of a pre-employment medical review/exam (which may include drug/alcohol testing); reference checks; and a fingerprint check. The fingerprints will be submitted to the California Department of Justice for a conviction record report. All of these processes must be successfully completed before employment begins. **Note:** Misrepresentation, falsification, or omission of pertinent facts in any step of the screening/selection process may be cause for disqualification or termination of employment.

**SUPPLEMENTAL QUESTIONS:** You must list your responses to the following numbered questions in **Section 4 of the Standard Employment Application** or **your application will be rejected**. Read the directions carefully to ensure instructions are followed correctly. For each question, indicate at which employers (A, B, C, etc.) these duties were performed.

1. Describe in detail your full-time professional experience, working in a literacy or adult basic education program. Indicate the total number of year(s) and month(s).
2. Describe your experience in the area of family literacy. Specify any experience you have in assessing, placing, and evaluating adult learners.
3. Describe your experience in writing curricula or developing training programs for adult learners.
4. Describe your experience conducting community outreach or program marketing.
5. Describe your experience using computers and/or computer-aided literacy instruction.
6. Describe your experience in recruiting, supervising or leading the work of paid employees and/or volunteers. Specify the primary duties of the employees/volunteers you led or supervised, as well as your specific responsibilities.

MAS/October 5, 2007/Assistant Management Analyst (*Option Title: Literacy Tutor/Learner Coordinator*)/Class 1132-G

• THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT •

**"WORKING HARD TO KEEP SAN DIEGO WORKING" by providing "America's Finest Service for America's Finest City"**

**All City employees are expected to be courteous, knowledgeable, and prompt in all the services we extend to both internal and external customers.**

**THE CITY OF SAN DIEGO PERSONNEL DEPARTMENT • "WORKING HARD TO KEEP SAN DIEGO WORKING"**

The City of San Diego has an active Equal Opportunity Program and vigorously supports workplace diversity. Applicants with disabilities who require testing accommodations may call (619) 236-6358. To obtain this information in alternative formats, persons with disabilities may call (619) 236-6467 or for TT (619) 236-6776.

# APPLICANT INFORMATION

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## APPLICATION INFORMATION

Application materials must be received at the Employment Information Center NO LATER THAN 5:00 P.M. ON THE FINAL FILING DATE. Postmarks as proof of meeting the final filing date are not accepted. If you are returning your application via the U.S. Postal Service, you should use "Certified Mail-Return Receipt Requested" to provide verification of timely delivery. Do not send applications via interoffice mail.

1. Starting salaries will be determined by the hiring department.
2. The hiring department with a vacancy will contact and interview eligible candidates as needed. All candidates may not be contacted. The final selection and offer of employment is made by the hiring department, not the Personnel Department.
3. Unless otherwise stated, relevant experience may be substituted for education.
4. Eligible lists may be used on a periodic basis. As such, lists may not be used for several months. Eligible lists may be extended by the Civil Service Commission.
5. Examination requirements and processes may be revised.
6. Experience, education, and all other information provided by an applicant orally or in writing are subject to verification.

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**FALSIFICATION:** Any misrepresentations or false statements during or after the employment process may be cause for disqualification or dismissal from employment.

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## GENERAL REQUIREMENTS

Requirements must be met at time of application unless otherwise stated.

The minimum age for most full-time employment is 18, unless you are 17 and a high school graduate. You must have the legal right to work in the U.S. or have U.S. citizenship. Persons hired must present acceptable proof of identity and the legal right to work in the United States and the authenticity of the documents must be verified before starting work. After hire, you will be required to sign a loyalty oath and may be required to live in San Diego County.

**A CITY MEDICAL EXAMINATION** including drug screening and documentation of medical history may be conducted following a conditional offer of employment or promotion. Medical condition must enable the applicant to perform the essential duties of the position.

The City of San Diego is committed to a drug and alcohol free workplace.

**THE CITY OF SAN DIEGO SUPPORTS WORKPLACE DIVERSITY** and does not discriminate on the basis of race, sex, age, ancestry, national origin, political/religious affiliation, sexual orientation, AIDS or HIV status, cancer, or non-job related physical/mental disability. The City is committed to making its jobs, programs, and services accessible to all persons and complies with all ADA non-discrimination requirements in its employment practices.

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**A CONVICTION RECORD FORM must be submitted before hire. On it you must list all criminal convictions** you have had. A criminal record is not necessarily a basis for disqualification from City employment. Each applicant's conviction record will be evaluated on a case by case basis considering the type and seriousness of the crime, how much time has elapsed, and the nature of the job.

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## EMPLOYEE BENEFITS

City Employees may be eligible to participate in a benefit program including holidays, vacations, savings and retirement plans, health programs, and other benefits.

Benefits may change due to employer-employee contract negotiations.

## REQUIREMENTS FOR PROMOTIONAL EXAMINATIONS

1. Current City employment, or currently on a Re-employment List or Leave of Absence.
2. Six months of continuous City employment in the Classified Service immediately prior to the application closing date or, if no closing date is specified, by date of application filing (exceptions: Persons recently hired from Re-employment Lists, and employees in the Unclassified Service if the employee has six months in the Classified Service with no break in service, prior to becoming an Unclassified employee).
3. Most recent performance evaluation in your current City classification must be other than "Unsatisfactory".

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**The provisions of this bulletin do not constitute an expressed or implied contract.**

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